



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5750.1F  
012

18 NOV 1996

### NAS LEMOORE INSTRUCTION 5750.1F

Subj: COMMAND HISTORIES (REPORT SYMBOL OPNAV 5750-1)

Ref: (a) OPNAVINST 5750.12E

Encl: (1) Instructions for Submission of Departmental  
Historical Reports

1. Purpose. To establish procedures for maintaining and preserving historical records and for submission of the command historical reports.

2. Cancellation. NASLEMINST 5750.1E

3. Background. Current record disposal instructions permit possible destruction and/or transfer of certain records every two years and logs every five years. It is, therefore, necessary to establish and promulgate a procedure that will provide continuity in historical records of this command and to comply with reference (a).

#### 4. Action

a. All departments shall submit their respective histories in narrative form to the Public Affairs Officer as specified in enclosure (1). Reports will be submitted annually within 13 working days after 31 December for the preceding 12 months.

b. The Public Affairs Officer is hereby designated the Historical Officer and shall be responsible for coordination and compilation of all department reports. He shall also maintain the Station Master History Record as specified in reference (a).

c. The Public Affairs Officer will prepare the required report (report symbol OPNAV 5750-1) for submission not later than 1 March to the Director of Naval History (N09BH).

  
L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)  
Lists B and E

18 NOV 1996

## DEPARTMENT/OFFICE INSTRUCTIONS FOR SUBMITTING HISTORIES

1. Histories of departments and offices shall be unclassified with a coverage of activities for the past year which are considered of historical interest. These reports should be in brief narrative form and include the following information along with other facts desired:

a. Description of missions or functions and how they have changed during the past reporting period.

b. Resume of the department's development.

c. Recognition of accomplishment.

d. General statement of special training conducted.

e. Account of unique or unusual events.